

## DOCHROC TRAINING ANNOUNCEMENT

### *December 2012 Commerce Learning Center (CLC) Courses*

To: OS Employees and Served Clients (BIS, EDA, ITA, MBDA, and NTIA)

Announcement No. 118-100: December 2012 – Commerce Learning Center (CLC) Courses

The Office of Workforce Development and Performance Management (OWD&PM) is pleased to announce CLC training opportunities that are being spotlighted for the month of December 2012. These courses are located in the Commerce Learning Center: <https://doc.learn.com/other>

**The following course is targeted for managers and supervisors:**

Course Title	Click Here to Access Course	Course Duration
Delegation Essentials: Overcoming Delegation Problems	<a href="https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=9639">https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=9639</a>	1.0 hour

**The following course is targeted for aspiring supervisors/team leaders:**

Course Title	Click Here to Access Course	Course Duration
Challenges of Facilitating	<a href="https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=10128">https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=10128</a>	1.0 hour

**The following course is targeted for all employees:**

Course Title	Click Here to Access Course	Course Duration
Developing Your Reputation of Professionalism with Business Etiquette	<a href="https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=9586">https://doc.learn.com/login.asp?lcid=178422&amp;requestedurl=courseredirect.asp?courseid=9586</a>	1.0 hour

If you have any questions regarding instructions to take these courses, please contact Anesia Robinson at (202) 482-1380 or via e-mail at [arobinson@doc.gov](mailto:arobinson@doc.gov). Thank you.